



Electronic Research Administration
A program of the National Institutes of Health



National Institutes of Health
Office of Extramural Research

Foreign Award and Component Tracking System (FACTS) Fogarty International Center (FIC) User Guide

Revision:

July 27, 2023



CONTACT US

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Phone: 301-402-7469

TTY: 301-451-5939

Web: <http://grants.nih.gov/support/> (Preferred method of contact)

Email: commons@od.nih.gov (for Commons Support)

Email: helpdesk@od.nih.gov (for IMPAC II Support)

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DISCLAIMER STATEMENT

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.




2 Latest Updates

Updates and new features in the Foreign Award and Component Tracking System (FACTS):

April 27, 2023

New Look and Feel

All screens in FACTS have moved to the new visual appearance adopted by other eRA modules. The capabilities remain the same. The Checklist screens will adopt the new standard features being incorporated in eRA modules, such as:

-  Grid tool to specify how many table rows appear per page Grid tool — to prevent scrolling, use this tool to specify how many table rows appear per page.
-  Download tool icon to export table data to Excel or PDF, or to print or export feature — Use the download tool to export table data to Excel or PDF, or to print.
-  Apps menu icon to navigate to other modules Apps menu icon to navigate to other modules.
- Updated header and footer.
- Action menus and buttons are aligned to the right on all screens.

Dec 15, 2020

All internal users must agree to accept eRA/IMPAC II rules of behavior in order to access eRA modules. See Rules of Behavior

Sept 11, 2020

- Brand-New Aesthetics in FACTS:
 - [FACTS IC screens](#)
 - [FACTS Contracts screens](#)

Mar 16, 2020

For IC Users: Single Sign-On using AMS Login:

Internal HHS staff can now login to eRA modules using their username and password in the HHS Access Management System (AMS).

Users can then navigate from eRA to three other core HHS grants systems (Grants.gov, Payment Management Systems and GrantSolutions) without the need to log in again.

See [Login screen](#) for internal HHS staff.

For Contracts staff, new look-and-feel for these screens:

Manage Contracts

[Add/Edit Contract Record](#)

[View Related State Department Clearance\(s\)](#)

Apr 10, 2019

For IC users, new look-and-feel for these screens:

[Foreign Component Data](#)

[Add Country](#)

[Edit Country](#)

[Add Collaborator/Site](#)

Jan 17, 2019

For Agency users:

- New URL to access the FACTS system: <https://apps.era.nih.gov/facts/agency/>
See [FIC/DIR Access](#).
- Updates to SDCR screens:
 - [Search for State Department Clearance Request \(SDCR\)](#)
 - [Manage State Department Clearances](#) screen

July 22, 2015

Updated for ER changes

Nov 25, 2014

Updated for ER changes

Nov 27, 2013

Updated for ER changes

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1 FIC/DIR Process Flow

Users with the Fogarty International Center/Division of International Relations (FIC/DIR) manager account can perform the following:

- Search for State Department Clearance Requests (SDCR)
- Manage State Department Clearance Requests (SDCR)
 - Submit to the State Department or return to Agency
- View State Department Clearance Request (SDCR)

2 FIC/DIR Access

Fogarty International Center (FIC) Division of International Relations (FIC/DIR) users with the appropriate role(s) can access FACTS directly:

Navigate your internet browser to this site: <https://apps.era.nih.gov/facts/agency/>

2.0.1 Logging In

When you access FACTS, the NIH Login screen opens: For instructions on logging in, see [Login screen for internal HHS staff](#).

On successful login, the Manage State Department Clearances screen opens:

The screenshot shows the 'Manage State Department Clearances' screen. At the top, there are tabs for 'FACTS', 'Manage Contracts', and 'Manage State Department Clearances'. Below the tabs is a search form with the following fields and options:

- Keyword:** Text input field with 'Ex: passport' as a placeholder.
- Type of Keyword:** Radio buttons for 'Appears in research objective' (selected), 'Appears in project title', 'Appears in both', and 'Appears in either'.
- FY(s):** Dropdown menu with '2023' selected.
- Clearance Status:** Dropdown menu with 'Pending Agency Review' selected.
- Country:** Dropdown menu with 'All Countries' selected.
- State/Province:** Text input field with 'Enter a state or province' as a placeholder.
- City:** Text input field with 'Enter a city' as a placeholder.
- Clearance Type:** Radio buttons for 'All' (selected), 'New', and 'Renewal'.
- Foreign Component Type:** Radio buttons for 'All' (selected), 'Direct foreign award', 'Domestic award with foreign involvement', and 'Foreign award with foreign involvement'.
- Contract Identifier:** Text input field with 'Enter contract identifier' as a placeholder.
- Project Number:** Fields for 'Type', 'Activity', 'IC', 'Serial#', 'Year', and 'Suffix'.
- Investigator's Last Name:** Text input field with 'Enter last name' as a placeholder.
- Investigator's First Name:** Text input field with 'Enter first name' as a placeholder.
- Institution/Organization:** Text input field with 'Enter institution or organization' as a placeholder.
- Involves Humans:** Radio buttons for 'All' (selected), 'Yes', and 'No'.
- Involves Animals:** Radio buttons for 'All' (selected), 'Yes', and 'No'.
- Project Status:** Radio buttons for 'All' (selected) and 'Funded only'.
- Calculate and display total estimated US dollars by country:** A checkbox that is currently unchecked.

At the bottom of the search form, there is a 'Clear' button and a 'Search' button. Below the search form is a section for 'Search Criteria' showing the current filters: 'FY(s): 2023', 'Clearance Status: Pending Agency Review', 'Country: All Countries', 'Clearance Type: All', 'Foreign Component Type: All', 'Involves Humans: All', 'Involves Animals: All', and 'Project Status: All'.

Below the search criteria is a table with 24 results. The table has the following columns: 'Clearance ID', 'Project Number/Contract Identifier', 'FY', 'Country', 'Investigator Name', 'Clearance Status', 'Submitted to State Date', 'State Approval Date', and 'Estimated Clearance Amount (in US \$)'.

Clearance ID	Project Number/Contract Identifier	FY	Country	Investigator Name	Clearance Status	Submitted to State Date	State Approval Date	Estimated Clearance Amount (in US \$)
236655 Process	R01NR020-01	2023	South Africa	Vane, Romilda	Pending Agency Review			\$52,812.00
236656 Process	R01DE032-01A1	2023	China	Chang, Cho	Pending Agency Review			\$0.00
236657 Process	R01CA218-05	2023	Switzerland	Weasley, Ginny	Pending Agency Review			\$0.00
557006 Process	RM1GM148-01	2023	Canada	Granger, Hermione	Pending Agency Review			\$0.00

For more information, see [Search for SDCR](#).

3 Search for State Department Clearance Request (SDCR)

3.1 Manage State Department Clearances screen

The *Manage State Department Clearances* screen is the default screen under the **Manage SDCR** menu tab.

Users with the FIC/DIR manager account can use this screen to search for and view, process or recall State Department Clearance Requests (SDCRs)

When you open this screen, the system automatically performs a search for all DCR records with status of *Pending Agency Review* for the countries assigned to you.

The system displays the search results in a hitlist at the bottom of the screen, as shown below.

See below for instructions on searching for and working with SDCRs.

Manage State Department Clearances

Search Criteria for Foreign Clearances

Keyword

Type of Keyword
☒ Appears in research objective ☐ Appears in project title ☐ Appears in both ☐ Appears in either

FY(s)

Clearance Status

Country

State/Province

City

Clearance Type
☒ All ☐ New ☐ Renewal
Foreign Component Type
☒ All ☐ Direct foreign award ☐ Domestic award with foreign involvement ☐ Foreign award with foreign involvement

Contract Identifier

Project Number

Investigator's Last Name

Investigator's First Name

Institution/Organization

Involves Humans
☒ All ☐ Yes ☐ No
Involves Animals
☒ All ☐ Yes ☐ No
Project Status
☒ All ☐ Funded only

☐ Calculate and display total estimated US dollars by country

Search Criteria: FY(s): 2023 Clearance Status: Pending Agency Review Country: All Countries Clearance Type: All Foreign Component Type: All Involves Humans: All Involves Animals: All Project Status: All

Filter table 24 Results of 24 1 of 1

Clearance ID	Project Number/Contract Identifier	FY	Country	Investigator Name	Clearance Status	Submitted to State Date	State Approval Date	Estimated Clearance Amount (in US \$)
<input type="checkbox"/> 236655 Process	R01NR020-01	2023	South Africa	Vane, Romilda	Pending Agency Review			\$52,812.00
<input type="checkbox"/> 236656 Process	R01DE032-01A1	2023	China	Chang, Cho	Pending Agency Review			\$0.00
<input type="checkbox"/> 236657 Process	R01CA218-05	2023	Switzerland	Weasley, Ginny	Pending Agency Review			\$0.00
<input type="checkbox"/> 557006 Process	RM1GM148-01	2023	Canada	Granger, Hermione	Pending Agency Review			\$0.00

3.1.1 Searching for SDCR(s)

Follow these steps to execute a search:

1. Enter search criteria as needed:

- **Keyword**
- **Type of keyword** — Appears in Research Objective, Appears in Project Title, Appears in Both, Appears in Either
- **FY**
- **Clearance Status**
- **Country**
- **State/Province**
- **City**
- **Clearance Type** — All New Renewal
- **Foreign Component Type** — All, Direct Foreign Award, Domestic Award w/ Foreign Involvement, Foreign Award w/ Foreign Involvement
- **Project Number**
- **Contract Identifier**
- **Investigator's Last Name**
- **Investigator's First Name**
- **Institution/Organization**
- **Involves Humans** — All, Yes, No
- **Involves Animals** — All, Yes, No
- **Project Status** — All, Funded Only
- **Calculate/Display Total Estimated US Dollars by Country** — Display the sum of the Estimated Clearance Amount (in US \$\$) for the country.

2. Click the **Search** button: The system displays the search results in a hitlist at the bottom of the screen, as shown above.

3.1.2 Process, View, Recall, Print, and Export SDCR(s)

Depending on the SDCR status, these action hyperlinks will be available in the hitlist's **Action** column:

SDCR Status	Action hyperlink
Pending Agency Review	Process

Table 1: SDCR Statuses and Action Options

SDCR Status	Action hyperlink
Restore to Pending Agency Review	
Pending State Department Review	Recall
Approved	View
Pending Agency Review - Returned by State for Clarification	View

Table 1: SDCR Statuses and Action Options

NOTE: Some countries are identified as having automatic approval capability. The system performs a process once a day and checks for SDCRs for those countries that have been in a *Pending State Department Review* status longer than the auto-approve time frame. Those SDCRs are automatically approved. They appear with the **View** hyperlink.

1. To process a SDCR, click the **Process** hyperlink. For more information, see [Manage SDCR](#).
2. To view a SDCR, click the **View** hyperlink. For more information, see [View SDCR](#).
3. To recall a SDCR, click the **Recall** hyperlink. For more information, see [Recall SDC](#).
4. To print or export SDCR records, use check boxes in the hit list to select the SDCRs, then click the **Print**, **Export to Excel**, or **Export to PDF** button.


3.1.2.1 Outputs:

- **Export to Excel:** each SDCR record is a separate row in the Excel spreadsheet, and each field is represented in a separate cell.
- **Export to PDF:** Each SDCR starts on the next page. They are sorted by **Country** and **Investigator Name**. The following information is displayed per SDCR:
 - Clearance ID
 - Project Information
 - Clearance Information
 - Research Objective
 - Sites
- **Print:** the system prints the SDCRs in PDF format.

4 Manage State Department Clearance Request (SDCR)


4.1 Screen Overview

Access the *State Department Clearance* screen from the *Manage State Department Clearances* screen by clicking the **Process** hyperlink next to the desired Clearance ID in the hit list.

	Clearance ID ▲	Project Number/Contract Identifier ◆	FY ◆
<input type="checkbox"/>	236655 Process	R01NR020-01	2023

FACTS Manage Contracts Manage State Department Clearances

State Department Clearance ?

R01NR020-01 

Project Title SAIA-TB: Using the Systems Analysis	Institution ILVERMORNY COLLEGE	Human Subject Code 30 - Human subjects involved - Certified, no SRG concerns	Human Subject Assurance # FWA00001461
PD/PI Name Vance, Emmeline	Foreign Component 2 - Domestic with Foreign Component	Animal Subject Code 10 - No live vertebrate animals involved for competing appl.	Animal Subject Assurance #

[View application addresses](#)

[Status and Action History](#)
[State Department Clearance Data](#)
[Related State Department Clearances](#)
[Notes](#)

Status: **Pending Agency Review**

Filter table 1 Results of 1

Action Date ▼	Action Performed by ◆	Action Description ◆	Action Comments ⓘ ◆
02/23/2023	Griffyndor, Godric	Pending Agency Review	

Cancel
Return to IC
Submit to State Department

Users with the Fogarty International Center/Division of International Relations (FIC/DIR) manager account can manage SDCR(s) on this screen.

Foreign Award and Component Tracking System (FACTS)

Status and Action History

State Department Clearance Data

Related State Department Clearances

Notes

Status: Pending Agency Review

Filter table1 Results of 1

Action Date ▾	Action Performed by ⇅	Action Description ⇅	Action Comments ⓘ ⇅
02/24/2023	Diggory, Cedric	Pending Agency Review	

Cancel

Return to IC ▾

Submit to State Department

Status and Action History

State Department Clearance Data

Related State Department Clearances

Notes

Clearance ID: 236672

IC Contact

Agency Contact

Diggory, Cedric
eRAtest@mail.nih.gov

Goyle, GREGORY

Program Officer

Thomas, Dean
eRAtest@mail.nih.gov

Research Objectives

7. Research objectives:
a. Brief Research Rationale -
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Sed sed risus pretium quam vulputate dignissim suspendisse in est. Ornare lectus sit amet est. Sed risus ultricies tristique nulla aliquet enim. Consequat interdum varius sit amet mattis vulputate enim nulla. Nisi rhoncus mattis rhoncus urna neque viverra justo. In nisl nisi scelerisque eu ultrices. In cursus turpis massa tincidunt dui ut ornare lectus. Aliquam eleifend mi in nulla. Dolor magna eget est lorem ipsum dolor sit. Neque gravida in fermentum et sollicitudin ac orci phasellus. Faucibus et molestie ac feugiat sed lectus vestibulum mattis. Purus faucibus ornare suspendisse sed nisi lacus sed viverra. Nisl tincidunt eget nullam non nisi est sit. Rhoncus urna neque viverra justo nec. Faucibus vitae aliquet nec ullamcorper sit.

Expand AllCollapse All

Foreign Country: CANADAClearance type: New

Project Year	Fiscal Year	Research Activities Status at Country	Estimated Total Cost at Country
1	2018	Active	\$14,220
2	2018	Active	\$932,475
3	2018	Active	\$913,700
4	2018	Active	\$906,575
5	2018	Active	\$6,975
6	2020	Active	\$9,500
7	2020	Active	\$1,250
8	2020	Active	\$21,500
Total			\$2,806,195

Site(s)

Filter table1 Results of 1

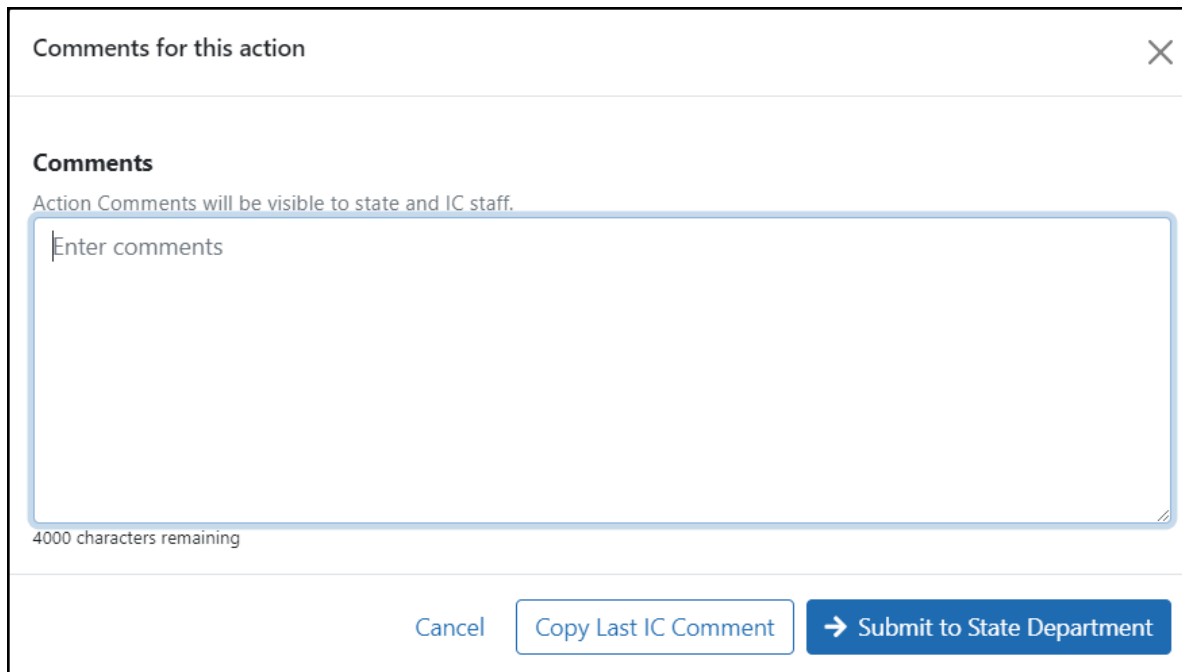
Site ID ^	Collaborator Name ⇅	Institution/Site ⇅	Address ⇅	Phone ⇅	Email ⇅	Involves Humans ⇅	FWA ⇅	Involves Animals ⇅	Animal Assurance ⇅
▶ 319	Creevey, Colin	Health Sciences			eRAtest@mail.nih.gov	Yes	Established	No	Not Specified

Cancel

Return to IC ▾

Submit to State Department

Click the **Submit to State Department** button or select an option from the **Return to IC** action button drop-down displays the *Comments* pop-up window. Enter a comment or click Copy Last IC Comment, then click the blue-filled action button to proceed.



Comments for this action

Comments

Action Comments will be visible to state and IC staff.

Enter comments

4000 characters remaining

Cancel Copy Last IC Comment → Submit to State Department

The screen is divided up into the following three sections:

- **Project Information**
- **Status and Action History**
- **State Department Clearance Data**

The **Project Information** displays specific project information. Three are the following hyperlinks in this section:

- **Grant Number:** - when clicked, displays the grant snapshot
- **Folder** icon - when clicked, displays Grant Folder which gives access to view the **Foreign Component Data Snapshot** and the **State Department Clearance Snapshots** if present

If a previous State Department Clearance Request (SDCR) or requests were submitted, the **Status and Action History** section displays history information about that SDCR(s).

The following hyperlinks are available in the **Status and Action History** section:

- **Expand ALL** - when clicked expands the **Action Comments** column of each Action Comment
- **Collapse All** - when clicked collapses complete text of each **Action Comments** into one line
- **More** - when clicked expands the complete **Action Comments** column(s); only available for SDCR(s) submitted to the Agency

- **Less** - when clicked collapses the **Action Comments** column(s); only available for SDCR (s) submitted to the Agency

The **State Department Clearance Data** section displays more detailed information about the SDCR that was submitted. There are various email address hyperlinks that when clicked open an email message system screen addressed to the appropriate person.

The following hyperlinks and buttons appear in the **State Department Clearance Data** section:

- **View/Edit Notes**
- **Submit to State Department**
- **Return to IC - Need Additional Information**
- **Return to IC - No Clearance Required**
- **Return to IC - Covered under another Clearance**
- **Copy Last IC Comment into Action Comments Box**
- **Restore to Pending Agency Review**
- **Close**

Entering comments in the **Action Comments** text box is required for the following action buttons:

- **Return to IC - Need Additional Information**
- **Return to IC - No Clearance Required**
- **Return to IC - Covered under another Clearance**

4.2 Process SDCR Options

1. To access the Project Information at the top of the screen, perform one of the following:
 - a. Click the **Grant Number** to access the grant application.
 - b. Click the folder icon to access Grant Folder.
 - c. Click the **View Related State Department Clearance(s)** hyperlink to view the *Related State Department Clearance(s)* snapshot screen.
2. To add or view notes, click the **View/Edit Notes** hyperlink. For more information, please refer to the [Create/View SDCR Notes](#) topic.
3. To view additional collaborators, click the **Additional Collaborators(x)** hyperlink. For more information, please refer to the [Add/Delete Additional Collaborators](#) topic.
4. Complete the **Action Comments** text box if needed.
5. Select the appropriate action button to process the SDCR.

If the **Submit to State Department** button is clicked, the system changes the SDCR status to *Pending State Department Review* and sends an email to the State Department staff assigned to that country for which the SDCR is sent. The system also sends an email to the appropriate

Institute/Center (IC). The system returns to the *State Department Clearance* screen. The appropriate State Department staff can now access the SDCR.

If the **Return to IC - Need Additional Information** button is clicked, the system changes the SDCR status to *Returned by FIC - Need Additional Information* and sends an email to the Program Official (PO), Grants Specialist (GS), and the initiator of the SDCR. The system returns to the *State Department Clearance* screen. The appropriate Institute/Centers' (IC's) staff can now access the SDCR.

If the **Return to IC - No Clearance Required** button is clicked, the system changes the SDCR status to *Returned by FIC - No Clearance Required* and sends an email to the PO, GS, and the initiator of the SDCR. The system returns to the *State Department Clearance* screen. The appropriate Institute/Centers' (IC's) staff can now access the SDCR.

If the **Return to IC - Covered under another Clearance** button is clicked, the system changes the SDCR status to *Returned by FIC - Covered under another Clearance* and sends an email to the PO, GS, and the initiator of the SDCR. The system returns to the *State Department Clearance* screen. The appropriate Institute/Centers' (IC's) staff can now access the SDCR.

If the **Copy Last IC Comment into Action Comment Box** button is clicked, the system copies the last comment entered by the IC staff for this SDCR into the **Action Comments** text box. The system returns to the *State Department Clearance* screen.

If the **Restore to Pending Agency Review** button is clicked, the system changes the SDCR's status to *Pending Agency Review*.

If the **Close** button is clicked, the system checks for any entered information. If no information has been entered, the system returns to the *Manage State Department Clearances* screen. If information has been entered, the system displays the following prompt message:

Information on this page has been updated. Are you sure you want to Cancel?

- a. Click the **Continue** button to exit the screen and discard any changes or click the **Stay on this Page** button.

If the **Continue** button is clicked, the system returns to the *Manage State Department Clearances* screen.

5 View Related State Department Clearances Snapshot

Access the *Related State Department Clearance* snapshot screen from the *Manage State Department Clearances* screen. Click **View** from the hitlist to open the *State Department Clearance* screen, then select the *Related State Department Clearances* tab.

FACTS
Manage Contracts
Manage State Department Clearances

STATE DEPARTMENT CLEARANCE ?

R01AI169-01A1
To be Paid

Project Title

TB PuRe : Pulmonary rehabilitation

Institution

ILVERMORNY UNIVERSITY

Human Subject Code

30 - Human subjects involved - Certified, no SRG concerns

Human Subject Assurance #

00005752

PD/PI Name

GOYLE, GREGORY

Foreign Component

2 - Domestic with Foreign Component

Animal Subject Code

10 - No live vertebrate animals involved for competing appl.

Animal Subject Assurance #

View application addresses

Status and Action History
State Department Clearance Data
Related State Department Clearances
Notes

Foreign Clearances Hitlist

Filter table
2 Results of 2

Clearance ID

Project Number/Contract Identifier

FY

Country

Investigator Name

Clearance Status

Submitted to State Date

State Approval Date

Estimated Clearance Amount (in US \$)

234863

View

R01AI1695-01A1

2023

Canada

Goyle, Gregory

Approved

08/27/2022

09/12/2022

\$105,745.00

234860

View

R01AI1695-01A1

2023

India

Goyle, Gregory

Pending State Department Review

08/31/2022

\$467,437.00

The screen is divided up into the following sections:

- **Project Information**
- **State Department Clearances**

The **Project Information** displays specific project information. Three are the following hyperlinks in this section:

- **Grant Number:** - when clicked, displays the grant snapshot
- **Folder** icon - when clicked, displays Grant Folder which gives access to view the **Foreign Component Data Snapshot** and the **State Department Clearance Snapshots** if present.

Support Years
01 to 01
1 R01 NR0208-01

Grant Folder ?
1 R01 NR0208-01
App'l ID: 10000000

PI Name(s) Vance, Emmeline	Project Title SAIA-TB: Using the Systems Analysis and Improvement
Appl. Status To be Paid.	Institution ILVERMORNY COLLEGE
Program Checklist Completed	Grant Checklist Not Started
Status Information Commons PI View	Note Notes
Accession Number 4746	

Documents Correspondence Reports Events Additions for Review Additional Materials

Reports
[Grant Snapshot Report](#)
[PI History - Brief](#)
[PI History - Detailed](#)
[Human Subjects](#)
[Foreign Component Data Snapshot](#)
[State Department Clearance\(s\) Snapshots](#)

The **State Department Clearances** section displays more detailed information about the SDCRs that was submitted to the FIC/DIR or State Department. There are email address hyperlinks for the Institutes/Centers (ICs), the Agency, the Program Official (PO), or the Grants Specialist (GS) contact that when clicked opens an email message system screen addressed to the appropriate person.

When the **View** hyperlink is clicked, the system displays the *State Department Clearance Snapshot* screen. For more information, please refer to the [View State Department Clearance Snapshot](#) topic.

6 Create/View SDCR Notes

The ability to view and/or edit notes related to a SDCR is available via the **Add Note** hyperlink on the following screens:

- State Department Clearance (ICs and FIC/DIR)
- State Department Clearance Snapshot (ICs and FIC/DIR)
- SDC Form and SDC Snapshot (State Department)

This allows notes to be added to a SDCR without a specific action being taken.

NOTE: These notes are created and viewable by the appropriate Institute/Center (IC), the FIC/DIR, and the State Department.

The screenshot shows a web application interface with a top navigation bar containing four tabs: "Status and Action History", "State Department Clearance Data", "Related State Department Clearances", and "Notes". The "Notes" tab is currently selected. Below the tabs is a large text input area. In the top right corner of this area is a blue button with a plus icon and the text "+ Add Note". Below the input area is a table with three columns: "Note Date", "Note Entered by", and "Notes". The table is currently empty. In the bottom right corner of the entire form area is a blue "Cancel" link.

To view the SDCR's notes, click the Notes tab in the State Department Clearance Snapshot.

To create a note, follow these steps:

1. Click the **Add Note** button in the Notes tab.
2. The *New Note* screen opens:

The screenshot shows a modal dialog box titled "Add a Note" with a close button (X) in the top right corner. Below the title bar, the word "Notes" is displayed. A message states, "Saving SDCR notes does NOT send the SDCR." Below this is a large text input area with the placeholder text "Enter notes". At the bottom left of the text area, it says "4000 characters remaining". At the bottom right of the dialog, there are two buttons: a "Cancel" button and a blue "Add Note" button with a save icon.

3. Enter notes in the text box and click **Add Note**.

Clicking the **Add Note** button saves the note along with the date and the user who submitted the notes, and sends an email notification to the appropriate IC and to the FIC/DIR.

NOTE: Clicking the **Add Note** button does **not** submit the SDCR to FIC/DIR. Clicking the **Send to Agency** button on the *State Department Clearance* screen submits the SDCR to FIC/DIR.

7.1 Recall State Department Clearance Request (SDCR)

FIC/DIR users can use recall functionality to recall a State Department Clearance Request (SDCR) that was submitted to the State Department. An SDCR can be recalled up until the State Department approves it.

1. To recall an SDCR, search for it in the [SDCR Search screen](#) and click the *Recall* hyperlink in the Action column.
2. The State Department Clearance screen opens, as shown below. Click the **Recall** button to complete the recall, or take one of these actions:
 - a. Click the **Inactivate** button to inactivate the SDCR.
 - b. Click the **Close** button to exit the screen.

FACTS
Manage Contracts
Manage State Department Clearances

STATE DEPARTMENT CLEARANCE ?

R01AI1695-01A1 To be Paid

Project Title

TB PuRe : Pulmonary rehabilitation

Institution

ILVERMORNY UNIVERSITY

Human Subject Code

30 - Human subjects involved - Certified, no SRG concerns

Human Subject Assurance #

00005752

PD/PI Name

GOYLE, GREGORY

Foreign Component

2 - Domestic with Foreign Component

Animal Subject Code

10 - No live vertebrate animals involved for competing appl.

Animal Subject Assurance #

View application addresses

Status and Action History

State Department Clearance Data

Related State Department Clearances

Notes

Status: Pending State Department Review

Filter table 3 Results of 3

Action Date	Action Performed by	Action Description	Action Comments
08/31/2022	Crabbe, Vincent	Pending State Department Review	
08/31/2022	Malfoy, Draco	Pending Agency Review	All NIAID FACTS clearances/State Department Clearance Requests for India will be managed by Parvati Patil (eRATest@nih.gov). If any NIAID staff require assistance with activities in India, please contact Parvati. Please note that in order to complete State Department Clearance of NIH awards that involve research in India, the Indian research institution and/or scientist based in India must first obtain project specific clearances from the Government of India (Indian Council of Medical Research, ICMR) through the Health Ministry's Screening Committee (HMSC), before any research activity is initiated within India. Please ensure that both Indian and U.S. Principal Investigators (PIs) know about this requirement. It is the responsibility of the Indian investigator to submit the project for HMSC approval and to remain up-to-date on the status of their project's review within the Government of India system. Please contact Parvati if you have any questions.
08/05/2022	Flint, Marcus	Initiated	

Cancel
Inactivate
Recall

Results:

- When you click **Recall**, the SDCR's status is changed to *Pending Agency Review*. You can find a recalled SDCR in the search screen by performing a search for the SDCR

status *Pending Agency Review*.

- If you click **Inactivate**, the SDCR's status is changed to *Inactive*. Inactive SDCRs are stopped but not deleted: You can find inactive SDCRs the search screen by performing a search for the SDCR status *Inactive*.

For more information, see [Search for SDCR](#).